

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

06/21/05

Revised

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**TITLE: BUILDING MAINTENANCE CREW LEADER**

**DEFINITION**

Under general supervision, to perform skilled and supervisory work in the maintenance, construction, alteration and general upkeep of City buildings and facilities; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Work involves responsibility for performing as a working leader of a small crew engaged in unskilled, semi-skilled and journey level construction, maintenance and general upkeep of various City buildings and facilities. Specific work orders, orally or in written form, or general assignments for a given area, are received from a supervisor. The incumbent is expected to carry out work to completion based upon knowledge obtained through experience in the area of assignment. The incumbent is expected to work independently, exercising judgement and initiative.

**REPORTS TO:** Building Services Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Building Services Supervisor. May exercise lead direction and training of assigned crews.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Supervise and participate in performing rough and finish carpentry using standard carpenter hand tools and power driven wood working equipment; frame walls and partitions; install wallboard, paneling, windows, doors, hardware, floor coverings; repair roofs; and repair and build cabinets, shelves and similar furniture items.
- Supervise and participate in installing, maintaining and repairing plumbing systems and a variety of plumbing fixtures, valves and piping; maintain decorative fountains, sprinkler systems and swimming pool equipment.
- Supervise and participate in preparing and applying paints to a variety of surfaces with brushes, spray guns and other painting equipment; prepare surfaces, mix and match paints and stains; apply paint to building interiors and exteriors, fixtures, machinery, electrical equipment or structures; and refinish furniture.
- Supervise and participate in maintaining pumps, air compressors, pneumatic tools, air handling units, fans, cooling towers, heating boilers and other related mechanical equipment; make minor repairs to and perform minor maintenance to small office machines such as photocopiers and microfilm equipment; change air conditioning filters.
- Supervise and participate in performing a variety of other building and facilities maintenance work such as pouring concrete, plaster patching and glazing; assist in building moves and set ups, moving and arranging furniture and shelving.
- Supervise and participate in assisting journey level electrical installation and repair work and performing minor maintenance such as changing lights, fixtures, fluorescent ballasts and switches.
- Complete a variety of reports and forms including time and equipment records and work orders.
- Supervise and train subordinate maintenance personnel.

- Review and process work orders.
- Order necessary materials and supplies for job sites.
- Maintain crew safety and ensure crew has proper safety equipment.

## QUALIFICATIONS

### Knowledge of:

- Methods, practices, tools and materials used in various trades and building maintenance, alterations and upkeep in general.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles and practices of supervision and training.

### Ability to:

- Perform skilled work in various trades.
- Understand and carry out oral and written instructions.
- Work from sketches, blueprints and diagrams.
- Lead multiple small crews or a large crew in performing assigned duties.
- Use and care for bench equipment, hand and power tools and equipment of various trades.
- Prepare reports and maintain records.
- Supervise and train subordinates.
- Work overtime as required.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Five years of experience in a skilled building maintenance trade involving a variety of maintenance and repair tasks and preferably additional experience in one or more in another trade. Completion of a recognized apprenticeship or certification from a recognized vocational training institute may substitute for one year of the required experience.

**MEDICAL CATEGORY:** Group 2

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Building Maintenance Crew Leader

**TO:** Building Maintenance Supervisor